

September 22, 2016

Jordan Howenstine
Spurs Sports and Entertainment

Dear Mr. Howenstine,

I am pleased to provide a letter of recommendation for Ms. Lynette Montalvo. I have known Ms. Montalvo for four years and I have always known her to be an exceptionally organized, responsible, resourceful and enthusiastic individual. I strongly believe that her education combined with her volunteer and employment experience make her an excellent candidate for the position of Event Media Assistant within Spurs Sports and Entertainment.

In the time that I have known Ms. Montalvo as a student Communications Office Assistant within the Office of University Communications at St. Mary's University, she has always been hands-on, a multi-tasker and has displayed exceptional interpersonal skills. Her ability to maintain academic excellence and serve the community is noteworthy. As a Communications Office Assistant, Ms. Montalvo served as a great resource within the office. In addition to providing daily administrative support, Ms. Montalvo assisted with photography and set up for special events and always sought out new opportunities for professional development. The office also required the need for confidentiality and assistance to office staff for special projects or tasks and Ms. Montalvo exceeded those expectations.

In addition to currently receiving her Bachelor's of Arts in English Communications, Ms. Montalvo has volunteered for St. Mary's University annual Continuing the Heritage service project and Fiesta Oyster Bake with the Office of University Communications. Lynette's commitment to the importance of education, service and creating opportunities for success makes her an ideal for an intern with Spurs Sports and Entertainment. Ms. Montalvo is also successfully interned with Entravision Communications and Guide Dogs of Texas.

I am confident that Ms. Montalvo would be a great contributing and supportive member of Spurs Sports and Entertainment. If you should have any questions, please contact me by phone or email.

Regards,



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